

CITY OF MILPITAS
Effective: June 1985
Revised: August 2000
EEOC: Professional
FLSA: Exempt
Unit: Unclassified
Physical: 2

BUYER

DEFINITION

To purchase materials, supplies, equipment and services for the City; to consult with user departments in developing specifications for goods or services; and to administer bids, purchase orders and contracts as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Financial Services/City Treasurer.

May exercise indirect supervision over clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Purchase materials, supplies, equipment and services for the City.
- Review incoming requisitions for accuracy and completeness; resolve any problems or discrepancies with user department.
- Solicit both informal and formal bids.
- Contact suppliers and vendors to determine availability, price, terms and delivery schedules regarding specific requisitions; evaluate quotations and recommend award.
- Analyze and evaluate competitive bids and make recommendations regarding award.
- Develop and prepare purchase orders and contracts as appropriate; process all paperwork related to purchases including purchase order revisions.
- Administer and review purchase orders and contracts; verify invoices against receipt; resolve discrepancies and problems regarding prices, delivery and/or quality.

- Maintain contact with vendors and salespersons to remain informed of price trends, availability of supplies and goods, and new products available to the City.

CITY OF MILPITAS

Buyer (Continued)

EXAMPLES OF DUTIES

- Develop records and procedures to ensure inventory control.
- Prepare reports and make presentations as necessary.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of purchasing.

Governmental purchasing laws and procedures.

Types and sources of supplies, materials, and equipment commonly used in a city including terminology and nomenclature.

Methods of purchasing by specifications and competitive bidding.

Basic bookkeeping procedures and practices.

Ability to:

Effectively purchase a variety of materials, supplies, equipment and services.

Interpret and apply applicable ordinances, rules, and regulations affecting purchasing operations.

Deal effectively with suppliers and contractors in situations requiring judgment, tact and firmness.

Analyze requisitions and prepare clear and concise specifications.

Communicate effectively, orally and in writing.

Establish and maintain cooperative work relationships with City staff, vendors and the general public.

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Buyer (Continued)

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

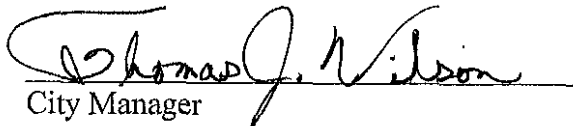
Experience:

Three years of increasingly responsible experience in the purchasing of supplies, material, equipment and services, including 1 to 3 years of experience in governmental accounting or finance.

Education:

Equivalent to the completion of the twelfth grade.

Approved by:


City Manager

8-24-00
Date